



Job Opportunity

State Controller's Office

Position: Senior Accounting Officer (Supervisor)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 622 , Sacramento, CA 95814

Issue Date: March 7, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Ana Struve, (916) 322-1921

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-4569-001

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction from the Accounting Administrator II, the incumbent will be responsible for the following Departmental Accounting Office (DAO) functions utilizing the knowledge of accounting principles and procedures, governmental accounting and budgeting, the uniform accounting system, related laws, rules and regulations, and the principles of business management. General responsibilities include, coordination and supervision, planning, directing and monitoring staff in the maintenance and operation of the departmental accounting functions, assist in the development of departmental procedures. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Perform accounting and other fiscal activities and reporting related to the maintenance of the State Controller's Office (SCO) General Fund support appropriation. Responsible for the Federal Fund monthly reconciliation and year-end financial reporting. Identify, develop and implement effective and efficient accounting processes ensuring high customer service while in compliance with all controlling and applicable laws, rules and policies.
- Supervise the Operational Accounting functions and staff. Plan, evaluate, organize, direct, assign projects, manage and establish priorities and activities for the following accounting and office support functions: distribution and recording of payroll, revolving fund accountability, travel and relocation, cash receipts and accounts payable processes, monitor delinquent invoice notices, oversee contract/delegation and printing purchase orders for every division with SCO, and central reception/cashiering functions and tasks.
- Provide leadership, training and guidance to subordinate staff. Evaluate the work performance of subordinate staff. Assist in the development of departmental procedures.
- Respond to audits conducted by independent or internal state agency. Respond to management regarding audit findings. Analyze and report corrective actions required by audit findings. Initiate and



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



respond to correspondences from internal and external individuals and entities.

DESIRABLE QUALIFICATIONS:

- Effective communication skills
- Good organizational and interpersonal skills
- Ability to meet deadlines
- Ability to work well with others
- Punctual and dependable

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 622

Sacramento, CA 95814

Attn: Ana Struve